



RESERVE INSTRUCTOR PROGRAM FACT SHEET

So, you want to be an Instructor!

The following is an information sheet that provides answers to Reservists who are contemplating teaching at the Defense Information School (DINFOS). The program is expanding by leaps and bounds so we are excited that you are thinking of becoming a member of our team.

What is the first step?

To be considered for possible Reserve Instructor opportunities at DINFOS, applicants must first have successfully completed the course they are interested in teaching. For instance, to teach the Public Affairs Officers Qualification Course, an applicant must have successfully completed that course before applying to teach.

Application Process

To begin the process of becoming a Reserve Instructor at DINFOS, you must submit an application along with the required documentation to the Reserve Support Office. A Reserve Staff Coordinator would then interview you by phone or in person. After the interview, the application is forwarded for approval throughout the Directorate of Training (DOT) here at DINFOS. Reservists will be placed in departments according to their military experience, civilian experience and the needs of DINFOS. Once accepted into the Reserve Instructor Program, Reservists will have 24 months in which to attend Instructor Training Course (ITC) and become certified. After the 24-month period, if not certified, the applicant will be required to reapply.

Certification Process

Once your package has been approved by the DOT, you will be scheduled for the ITC. The ITC is a prerequisite for all DINFOS staff and faculty members, both Active Duty and Reserve. ITC is about 3 weeks, but can take longer due to weather, holidays and weekends. After ITC is completed, you will be required to shadow the courses you will be teaching, accumulate 60 hours of student contact hours and platform time, and have three performance evaluations. Most Reservists will be able to complete their requirements towards certification in two to three short tours.

Mentors

Approved applicants will be assigned a Mentor in their perspective departments. The Mentor will be your liaison between the Reserve world and the Active Duty. They will help plan your tours, get you platform time and walk you through the shadowing and certification requirements. They will also be responsible for making sure you have an assigned cubicle during your tours here. Be sure to keep in close contact with them, as they are your link to the Department.

Good to Know Info

- The uniform of the day is utilities (BDUs). However, Class B's are required on the last Friday of each month, and Class A's are required for graduation ceremonies. Plan accordingly.
- All military members are expected to have current height/weight compatibility with their perspective services upon arrival for duty. Members are also required to have a current fitness report. Army Reservists will be weighed on the first duty day to receive their DA 1059 forms at the completion of ITC.
- Because DINFOS is a training environment, Instructors are not only expected to meet the standard but to exceed it. It is of the utmost importance to look your best in uniform and have the highest integrity while here. You will always be representing your Service as well as all Reservists.
- Be advised, full per diem may not be possible for some Reserve Instructors while TDY here. The seven Reserve Components all cut orders differently. So, if you have questions about your entitlements, please contact the Reserve Support Office, rso@dinfos.osd.mil. Billeting is available on Post.

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